

GRANT PROJECT CHECKLIST

“The Grant Process Step by Step”

This checklist is designed to help Project Coordinators keep track of all the necessary steps toward completing an HPF grant project. Depending on the precise nature of any given project, additional steps may be required beyond those listed below. Project Coordinators are encouraged to review the Steps, Appendices, and Exhibits referenced for each phase of the grant process and check the box as each activity is completed.

GRANT ACCEPTANCE AND PROJECT INITIATION

Refer to:

- Step 1: State Historic Preservation Officer Offers Grant Funding
- Step 2: Subgrantee Accepts Grant Award and Conditions
- Step 3: Subgrantee Attends “Start-Up Meeting”
- Appendix A: Conditions and Certifications
- Appendix F: Fiscal Requirements
- Appendix I: Protective Covenants and Public Access Requirements
- Appendix K: Federal Requirements for Principal Investigators
- Exhibit 4: Sample Covenant

Formal Acceptance of Grant Award

- ☐ Subgrantee reviews grant Award Letter, Project Notification, federal forms, and covenant requirements
- ☐ Subgrantee submits formal letter accepting terms and conditions of grant award
- ☐ Subgrantee submits signed Construction Assurances or Non-construction Assurances form
- ☐ Subgrantee submits signed General Grant Conditions form
- ☐ Subgrantee submits completed W-9 Taxpayer Identification form
- ☐ Subgrantee submits completed Automated Direct Deposit Authorization Agreement

Grant Project Start-up Meeting

- ☐ DHPA Grants Staff schedules start-up meeting after subgrantee submits acceptance letter and forms
- ☐ Subgrantee reviews *HPF Grants Manual*, Award Letter, and Project Notification prior to start-up meeting
- ☐ Subgrantee prepares list of questions for DHPA Grants Staff prior to start-up meeting
- ☐ Subgrantee attends start-up meeting at DHPA or site of Development project
- ☐ Subgrantee submits completed Entity Annual Report (Form E-1) to Auditor of State

Following the Grant Project Start-up Meeting (for Development projects only)

- ☐ Subgrantee posts NPS/DNR sign at rehabilitation project site for the duration of the grant period
- ☐ Subgrantee provides DHPA Grants Staff with legal description of property boundary from deed
- ☐ DHPA Grants Staff prepares draft covenant document and sends it to subgrantee for review
- ☐ Subgrantee reviews draft covenant document
- (If necessary)**
 - ☐ Subgrantee notifies DHPA Grants Staff of any errors or necessary revisions to covenant document
 - ☐ DHPA Grants Staff makes revisions to covenant and sends it to subgrantee for final review
- ☐ Subgrantee approves covenant document
- ☐ DHPA Grants Staff prepares finalized covenant and mails two copies to subgrantee
- ☐ Subgrantee signs two copies of approved covenant document, legally records covenant with County Clerk
- ☐ Subgrantee returns one copy of recorded covenant to DHPA Grants Staff, keeps one copy

PROCUREMENT

Refer to:

- Step 4: Beginning Work
- Appendix B: Procurement

Preparation of Bidding Document and Solicitation of Bids

- ☐ Subgrantee reviews *HPF Grants Manual*, Appendix B: Procurement
- ☐ Subgrantee prepares draft bidding document with all required parts and federal language
- ☐ Subgrantee mails, faxes, or e-mails draft bidding document to DHPA Grants Staff for review
- (If necessary)**
 - ☐ DHPA Grants Staff notifies subgrantee of any required revisions or corrections
 - ☐ Subgrantee addresses correction items in bidding documents
 - ☐ Subgrantee mails, faxes, or e-mails revised bidding document to DHPA Grants Staff for review
- ☐ DHPA Grants Staff approves bidding document, notifies subgrantee in writing
- ☐ Subgrantee sends approved bidding document via certified mail to minimum of five potential contractors
- ☐ Subgrantee retains signed return receipt cards from invitation to bid mailings

Preparation of Newspaper Advertisements (required for any procurements of \$100,000 or more)

- ☐ Subgrantee prepares draft newspaper ad with all required parts and federal language
- ☐ Subgrantee mails, faxes, or e-mails draft newspaper advertisement to DHPA Grants Staff for review
- (If necessary)**
 - ☐ DHPA Grants Staff notifies subgrantee of any required revisions or corrections
 - ☐ Subgrantee addresses correction items in newspaper advertisement
 - ☐ Subgrantee mails, faxes, or e-mails revised newspaper advertisement to DHPA Grants Staff for review
- ☐ DHPA Grants Staff approves newspaper advertisement, notifies subgrantee in writing
- ☐ Subgrantee sends newspaper advertisement to run in selected regional newspaper(s) as required

Preparation of Contract Documents

- ☐ Subgrantee prepares draft contract document with all required parts and federal language
- ☐ Subgrantee mails, faxes, or e-mails draft contract document to DHPA Grants Staff for review
- (If necessary)**
 - ☐ DHPA Grants Staff notifies subgrantee of any required revisions or corrections
 - ☐ Subgrantee addresses correction items in contract document
 - ☐ Subgrantee mails, faxes, or e-mails revised contract document to DHPA Grants Staff for review
- ☐ DHPA Grants Staff approves contract document, notifies subgrantee in writing
- (If necessary)**
 - ☐ Subgrantee repeats all steps above for second procurement opportunity
 - ☐ Subgrantee repeats all steps above for third procurement opportunity

Selecting and Hiring the Contractor

- ☐ Subgrantee holds public bid opening
- ☐ Subgrantee chooses contractor according to its own selection guidelines (board meeting, RFQ, etc.)
- ☐ Subgrantee assembles “request to hire” packet (**see** Appendix B) and submits it to DHPA Grants Staff
- ☐ DHPA Grants Staff reviews request to hire packet, approves contractor selection, notifies subgrantee
- ☐ Subgrantee finalizes contract document by inserting contractor name and price into approved draft
- ☐ Subgrantee signs contract document and sends it to contractor for signature
- ☐ Subgrantee mails photocopy of signed contract document to DHPA Grants Staff

Change Orders

(If necessary)

- ☐ Subgrantee submits any “change orders” or contract revisions to DHPA for prior review and approval
- ☐ DHPA Grants Staff reviews change order requests, approves change orders, notifies subgrantee
- ☐ Subgrantee formally accepts change orders from contractor

PROGRESS REPORTING

Refer to:

Step 5: Work Proceeds
Step 6: Changes
Step 7: Midpoint Meeting with the DHPA
Step 8: Work Continues
Appendix C: Preparing Progress Reports
Exhibit 1: Subgrantee Progress Report

- ☐ Subgrantee submits progress report for the period April 1 to June 30, 2006 -- due by July 10
- ☐ Subgrantee submits progress report for the period July 1 to September 30, 2006 -- due by October 10
- ☐ Subgrantee submits progress report for the period October 1 to December 31, 2006 -- due by January 10
- ☐ Subgrantee submits progress report for the period January 1 to March 31, 2007 -- due by April 10
- ☐ Subgrantee submits progress report for the period April 1 to June 30, 2007 -- due by July 10
- ☐ Subgrantee provides detailed progress information to DHPA Grants Staff during midpoint meeting
(If necessary)
 - ☐ Subgrantee advises DHPA of any problems that may affect project budget, timetable, or scope of work
 - ☐ Subgrantee submits written request for amendment to project budget, timetable, or scope of work
 - ☐ DHPA Grants Staff considers request for amendment to project budget, timetable, or scope of work

REIMBURSEMENT REQUESTS

Refer to:

Step 5: Work Proceeds
Step 8: Work Continues
Appendix D: Preparing Reimbursement Requests
Appendix E: Allowable and Unallowable Costs
Appendix F: Fiscal Requirements
Exhibit 2: Reimbursement Request Form
Exhibit 3: Time Work Record

- ☐ Subgrantee organizes invoices and documentation, submits first reimbursement request
- ☐ DHPA Grants Staff processes claim paperwork, mails EFT confirmation to subgrantee about 30 days later
- ☐ Subgrantee organizes invoices and documentation, submits second reimbursement request
- ☐ DHPA Grants Staff processes claim paperwork, mails EFT confirmation to subgrantee about 30 days later
- ☐ Subgrantee organizes invoices and documentation, submits subsequent reimbursement requests
- ☐ DHPA Grants Staff processes claim paperwork, mails EFT confirmation to subgrantee about 30 days later

PRESS RELEASES OR OTHER PUBLICITY (Optional)

Refer to:

Appendix G: Press Releases
Appendix H: Acknowledgment of State and Federal Assistance

- ☐ Subgrantee prepares draft of press release including required federal acknowledgment
- ☐ Subgrantee mails, faxes, or e-mails draft press release to DHPA Grants Staff for review
- ☐ Subgrantee receives input from DHPA Grants Staff, makes revisions and corrections as needed
- ☐ Subgrantee mails, faxes, or e-mails revised draft press release to DHPA Grants Staff for review
- ☐ Subgrantee receives approval of press release from DHPA Grants Staff
- ☐ Subgrantee sends press release to local media or uses in its own publications

CONGRESSIONAL NOTIFICATION LETTER

Refer to:

Appendix J: Congressional Notification Letter Requirements

- ☐ Subgrantee prepares congressional notification letter according to instructions in Appendix J
- ☐ Subgrantee sends congressional notification letter to U.S. Representative(s)
- ☐ Subgrantee sends congressional notification letter to both U.S. Senators
- ☐ Subgrantee sends copies of each letter to DHPA Grants Staff for the project file

COMPLETION AND CLOSE-OUT OF GRANT PROJECT

Refer to:

Step 9: Draft Product Submitted for Comment
Step 10: Final Product Submitted for Approval
Step 11: Final Claim Submitted
Step 12: Product Accepted by DHPA
Appendix D: Preparing Reimbursement Requests
Appendix F: Fiscal Requirements
Appendix H: Acknowledgment of State and Federal Assistance

For “Architectural & Historical” and “Archaeological” projects:

- ☐ Subgrantee submits draft version of grant product to DHPA Grants Staff for review by draft due date
- ☐ DHPA Program Staff requests revisions and corrections
- ☐ Subgrantee addresses correction items in draft product
- ☐ Subgrantee submits revised/finalized grant product to DHPA Grants Staff for review by project end date
- ☐ DHPA Program Staff notifies subgrantee of approval and acceptance of final grant product
- ☐ Subgrantee submits final reimbursement request within 60 days of project completion or end date
- ☐ DHPA Grants Staff processes claim paperwork, mails EFT confirmation to subgrantee about 30 days later
- ☐ Subgrantee submits completed Entity Annual Report (Form E-1) to Auditor of State

For “Acquisition and Development” projects:

- ☐ Subgrantee notifies DHPA Grants Staff that project is nearing completion, schedules final site inspection
- ☐ Subgrantee reviews punch list with Principal Investigator and contractor(s)
- ☐ Subgrantee notifies DHPA Grants Staff that project is 100% complete, with all punch list items addressed
- ☐ DHPA Grants Staff schedules final inspection and close-out meeting
- ☐ Subgrantee receives written notification of approval and acceptance of final grant product
- ☐ Subgrantee submits final reimbursement request within 60 days of project completion or end date
- ☐ DHPA Grants Staff processes claim paperwork, mails EFT confirmation to subgrantee about 30 days later
- ☐ Subgrantee submits completed Entity Annual Report (Form E-1) to Auditor of State